

MVAC MINUTES APRIL 9, 2008

The meeting was held on April 9, 2008 at Dept of Wildlife, Big Horn Conference Room. Art Hale started the meeting at 9:03 a.m.

In attendance: John Coco – Telecom, Cindy Raiolo – Revenue, Melany Propp – Parks, Jason Trujillo – Parks, Raquel Valdez – DOPHE, Julia Rodriquez – DOPHE, Barb Garcia – DOHE Metro, Michael Stadler – DOHE UNC, Karen Griggs – CSP, Kyle Shelton – CSP, Rick Malinowski – DPA, Carol Hoisington – CDOT, Kathy Baum – DOC, Wendy Mckenzie – DOW, Patti Torres – DOLE, Katie Radke – DWR, Brenda Hardwick – RISK, Telecommuting - Deanna Valdez - Lottery Representing Fleet – Art Hale, Bob Giovanni, Ron Clatterbuck, Renee Covard, Claudia Stevens

GSG Door Magnets - Art

Complements of Dept of Health we brought door magnets for the hybrid vehicles for Greening State Government. We will give them to the vehicle coordinators to put on their current hybrid vehicles. We will put them on the new vehicles as part of the new vehicle in-service process.

New GEM State Garages – Art, Sonny

The Gem program went through for state garages to start servicing our vehicles. State Patrol, Human Services and CDOT will be participating. There will be 3 stations in Denver Metro: CSP at 15203 W 12 Av, Golden, Human Services at Ft Logan, and CDOT at 4210 E Arkansas. These locations will be available July 1, 2008. We are hoping to use these locations for vehicles that are within a six-mile radius of these locations. They will provide basic services to start out such as oil changes or inspections. If it becomes more involved they will sub it out to one of our current vendors.

Since this is new, we will track the scheduling of appointments. We are still looking for a way to schedule them through Outlook. We are going to start slowly but this is basically for the next fiscal year. We hope this is going to be a benefit to the taxpayers because it will save money. We will post the phone numbers as soon as we get them.

Misc - Art

GEO is looking into some grant funding opportunities for the oversized vehicles particularly the diesels. If anyone is interested get with Art Hale.

There is going to a Green Earth fair at 700 Kipling on Thurs 4-17-08, from 8 a.m. to 2 p.m. We will have some vehicles on display as well as State Patrol. Stop by if you're in the neighborhood.

The downtown fuel site has been approved. Located at 1525 Sherman in the alley by the Motor Pool. It will be open July 1, and will contain E85 fuel only. You can use the Wright Express gas card there.

Safety Matters – Risk Mgmt – Insurance. New on-line Accident Form. Oversize vehicle insurance. – Bob, Brenda

Bob – We still have sonar units available that can be put on the new vehicles before you pick them up. One of the units available has a pleasant voice prompt that advises you how close you are. This unit costs \$220.00 the non-voice unit costs \$170.00.

We now have had our first rollover of a hybrid vehicle, a Ford Escape. The battery packs were undamaged due to the strength of the battery carrier design, and the repair estimate revealed that the vehicle is repairable.

Once again we would like to remind people about non-employees in state vehicles. Recently a state employee was in an accident where a semi truck sideswiped the state vehicle. As Bob was talking to the tow truck driver, he hears a child in the background. The employee admitted that her son was in the vehicle. This is absolutely forbidden. The employee was aware of the rule but chose not to abide by it.

Brenda – Nothing new on the SB015 oversize vehicle insurance. Brenda will check with Joel. Art wants to get this settled and taken care of.

Commuting, New vehicle assignments and codes, Vehicle swaps, physical addresses – Ron and Renee

Ron – On the new vehicles we enter the billing codes for on the new vehicle registration form that the agency sends us. We are finding that as soon as the vehicle is picked up the agency changes the cost center billing codes, which can also change the physical address. This means the registration we had just received from the Department of Revenue is now incorrect. Its better to plan ahead when submitting your billing codes and physical addresses so these items do not have to be changed immediately upon, or shortly after you receive the new vehicle. This will eliminate double entry of the data by SFM staff and ensure the information is correct. If you know of these changes when picking up the vehicle or earlier let us know as soon as possible so we change the data before assigning and getting a registration. Or, if it is after the fact you can get a new registration from DOR and send us a copy. Either way let us know of changes as early as possible. If you need to swap your turn-in or delay your turn-in let Terry or Dave know.

Ron – We have 2 new Jeep Compasses available. There was an error made when they were ordered and they are 5 speed manual transmissions instead of an automatic transmission. They are all wheel drive, one is white, and one is blue. If anybody is interested, call Ron or Terry for more details.

Renee – We would like to thank everyone for turning in their commuter forms. There are still a few agencies working on them. Also remember if you have oversize vehicles be sure to use the Wright Express card that we issued to the agency when the vehicle got enrolled with Fleet. Some of these agencies had a separate account with Wright Express for their oversize vehicles. The agencies need to make sure the oversize vehicles are not using the old cards but use only the one issued from Fleet. The MYCARS, web version of CARS, will replace MYFLEET hopefully by July. This is where you will put odometer readings and it will have the PM's. There will be a fuel tracking report available in CARS to help the agencies track their fuel usage to help the greening initiatives.

Energy efficiency, Greening Government – Rick & Art

Rick & Art passed out the Transportation Efficiency Audit. We are making some changes in the organization. Rick will be the Deputy Director over Fleet, Travel Mgmt, and Capitol Complex. This will allow Art to concentrate full time on the greening initiatives. We had asked for a greening manager but that fell through so instead we made these changes. Rick met with Natalia Swalnick from Clean Cities to help us get education

information on some of the basic issues of greening government to use in the focus groups. Rick has done a focus group UNC with Michael Stadler. Natalia is a great resource for any info you may need regarding fuels and greening. She can be reached at 303 847-0271 or nswalnick@lungcolorado.org. Clean Cities has offices in Denver, Greeley, and Colorado Springs.

Rick is realizing from the focus groups we have some basic awareness issues when it comes to alternative fuels, global warming, transportation technologies etc.

Art – Passed out an anti-idling policy we are hoping to adopt for the state.

Fuel Card - Wright Express new code settings, and PIN numbers, Setting up user view. Turn-in's, New car deliveries. - Claudia

I have been noticing a disturbing problem with PIN numbers for the Wright Express. Now that many vehicles are being turned in for replacement I am finding that the PIN number for the Wright Express card is written on the card or the card jacket or on a piece of paper with the card. If that card gets stolen or lost (which happens all the time) the thief has the PIN and can get 325.00 or more per day in fuel. With the price of gas today someone could get thousands of dollars of fuel before the agency even knows that the card is missing. This has already happened. The PIN security is very important. Since we will be sending out many new vehicles with new gas cards. We are asking that nobody write the PIN on the cards. Since everyone complains that their people can't remember the pin number, some suggestions were made that you could put the pin number in your cell phone, or put on a piece of paper that you keep in your wallet or purse. Just don't put the pin with the card.

Since new vehicles are being delivered we wanted to remind everyone that in the "Vehicle Operator's Manual" on page 13 there is information on the new vehicle warranty if anyone has a problem with a new vehicle. It gives a phone number for the nation-wide roadside assistance program for Ford, Chevrolet/GMC, and Plymouth/Dodge. Also when picking up a new vehicle please check the fuel gauge because the dealers deliver the vehicles usually with approx a 1/4 tank of fuel. I will try to remind everyone when I give a vehicle out. Also I will include a list of E85 stations on the flex-fuel ones.

Overdue PM's, Oil Sample Analysis, Vehicle Maintenance, Warranty – Sonny

We have had some incidents of a private citizen wanting a state vehicle to tow them. This is not allowed. This could cause damage to our vehicles. Have the private citizen call a tow company. It will have to be a judgment call if it is a remote area where they cannot get a tow or would take several hours or is for the “public safety”. Example: wildlife areas, parks.

With the new vehicle warranty it is very important to keep up the oil changes. If the oil changes are not done in a timely manner the warranty could be voided. If we lose an engine and the oil changes have not been done correctly we will go to the agency to pay for the engine. This could be 5 to 7 thousand dollars.

Safelite Auto Glass Recall – The recall is due to the lead content in the glass that has the code “DOT-430”. This is usually back and side glass. If any of your vehicles have this glass, call Safelite and they will replace for free. If you do not have that code no action is needed.

With the delivery of the new vehicles we are giving out the oil sample kits. It is very important to do these samples because we use them as a tracking tool for engine performance. To make it easier we have put the prepaid label on the bottle that gets mailed to the lab.

If anyone needs CARS training call Sonny at 303 866-5565
Sonny.Otero@state.co.us, or Renee Covard 303 866-5483
Renee.Covard@state.co.us.

Round Table to review implementation plans to reduce Fuel Consumption and Vehicle Miles Traveled

DOC – Ordered E85 or Hybrid Vehicles

DOW – Put the sheet of E85 stations in the packets of the flex fuel vehicles.

Metro – Has scheduled focus group with Rick

Health – Have 1/3 of their fleet in Hybrid and 2 CNG vehicles

CSP – Ordered 100 E85 vehicles and 2 hybrid, Governors Energy Office has 3 hybrid, working on idling reduction.

Parks – Using electric golf cart type vehicles wherever possible

Risk – Always order hybrid when renting from Motor Pool

DOR – Is analyzing trips to see if they can be done more efficiently

Telecom – Eliminated 2 commuters ordered 3 diesel trucks to replace old trucks

Water Resources – Requesting their workers to reduce miles

DOLE – Eliminated 2 commuters, no overlapping territories and are now preplanning trips